

GENERAL SERVICES ADMINISTRATION
OFFICE OF FEDERAL MANAGEMENT POLICY

FEDERAL MANAGEMENT CIRCULAR

FMC 74-1: Federal energy conservation

January 21, 1974

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

1. Purpose. This circular establishes energy conservation policies and procedures for the executive branch.
2. Effective date. This circular will be effective when issued, except as otherwise directed in the attachments, and will remain in effect until canceled.
3. Supersession. Attachment A supersedes OMB Circular No. A-22, dated October 17, 1967.
4. Background. This circular is issued in recognition of the need to bring about immediate and long-term savings in Federal energy consumption through formal conservation programs. It is prepared pursuant to a Federal Energy Office memorandum dated January 17, 1974; and pursuant to Executive Order 11717 of May 9, 1973, subject: Transferring Certain Functions from the Office of Management and Budget to the General Services Administration and the Department of Commerce; under authority vested in the Administrator of General Services by the Federal Property and Administrative Services Act of 1949, as amended; and OMB letter of August 24, 1973, which assigned to the General Services Administration the management responsibility for the development, coordination, and implementation of policy concerning the provision of parking facilities by executive agencies for their employees.
5. Policy intent. The intent of this circular is to bring about more efficient use of energy resources through revised Federal motor vehicle management policies; Federal employee carpooling; more judicious lighting, heating, and cooling of Federal buildings; and procurement policies governing acquisition of air-conditioners.

6. Applicability and scope. The provisions of this circular apply to all executive departments and establishments. The term "agency" throughout this circular is synonymous with the term "departments and establishments," as defined in FMC 73-1.

7. Responsibilities. Heads of executive departments and establishments shall be responsible for promulgating such agency regulations, controls, and review actions as are necessary to comply fully with the provisions of this circular and attachments thereto within 30 calendar days, or as otherwise stated herein, from the effective date of this circular. Copies of all implementing documents, upon issuance, will be provided to the Administrator of General Services (A), attention: Office of Federal Management Policy (AM), and to Director, Office of Energy Conservation, Federal Energy Office.

8. Attachments. Specific energy conservation policies and procedures are set forth in the attachments, which are:

- Attachment A - Federal Motor Vehicle Management
- Attachment B - Federal Employee Parking
- Attachment C - Heating, Cooling, and Lighting of Buildings
- Attachment D - Federal Procurement of Air-conditioners

9. Inquiries. Further information concerning this circular may be obtained by contacting:

General Services Administration (AMF)
Washington, DC 20405

Telephone: IDS 183-38821
FTS 202-343-8821



ARTHUR F. SAMPSON
Administrator of General Services

(Note: This circular will be codified in the Code of Federal Regulations as 34 CFR 232.)

FEDERAL EMPLOYEE PARKING

1. Policy intent. This attachment is intended to establish uniform policy for the assignment of parking spaces to Federal employees in such a manner as to encourage carpooling and in accordance with criteria designed to conserve energy and to improve and enhance environmental quality through a reduction of vehicle miles traveled by employees.

2. Applicability and scope. The provisions of this attachment apply to parking facilities in the United States, its territories, and possessions, the Commonwealth of Puerto Rico and the Canal Zone under the jurisdiction of the executive branch, excluding garages, driveways and parking spaces related to occupancy of Government-furnished quarters, and parking spaces provided for momentary use in connection with customer-type services furnished for military and civilian employees.

3. Definitions.

a. Parking facility--any lot, garage, building, or structure, or any combination or portion thereof, in or on which motor vehicles are temporarily parked.

b. Parking space--the area allocated in a parking facility for the temporary storage of one motor vehicle.

c. Carpool--a vehicle containing two or more persons.

d. Government-owned facility--land and/or improvements, the title to which is vested in the United States Government.

e. Federal facility--land and/or improvements leased to or owned by the Federal Government and under the control of an agency of the executive branch.

4. Agency plans and procedures.

a. Within 45 days from the date of this circular, each agency will submit a report to the Administrator of General Services detailing its current arrangements for employee parking and its plans for meeting the policy of energy reduction through carpooling. The Administrator of General Services will review the plans and recommend their approval or disapproval to the Administrator, Federal Energy Office. Report requirements will be set forth in a Federal Property Management Regulation to be promulgated by the Administrator of General Services.

b. The agency parking arrangements will provide that within 45 days from the date of this circular not more than 10 percent of the parking spaces available for employee parking at Federal agencies may be assigned to executive personnel, severely handicapped employees, and persons who are assigned unusual hours. Where practical, the 90/10 ratio will be accomplished at each Federal facility. Assignment of the remaining parking spaces for employee parking will be based solely on the number of persons in a carpool. Each agency will give full credit, for the purpose of allocation of parking spaces for carpools, to any full time carpool member regardless of the employer, except that at least one member must be a full time employee of the agency. In those instances where there are insufficient parking facilities to meet the needs of all carpools, ties will be resolved in accordance with criteria to be published by the Administrator of General Services. Areas within parking facilities will be reserved for the use of two-wheeled vehicles with special consideration being given to bicycles. The amount of space allocated for this purpose will be reevaluated every 6 months.

c. To facilitate the formation of carpools, the Administrator of General Services, with the cooperation of the agencies involved, will provide assistance through the use of such aids as computerized carpool matching, carpool boards, etc. He will also develop reciprocal agreements with private sector employers through State or local government agencies or other organizations operating computer-aided carpool matching programs for the public and/or private sectors.

5. Responsibilities. All agencies will reassign parking spaces to Federal employees in accordance with the policies contained in this circular within 45 days from the date of this circular.

6. Exceptions. Exceptions to the policies set forth in this attachment must be submitted to the Administrator of GSA who will recommend approval or disapproval to the Administrator, Federal Energy Office.

7. Inquiries. Further information concerning this section of the circular may be obtained by contacting:

General Services Administration (AMP)
Washington, DC 20405

Telephone: IDS 183-7528
FTS 202-343-7528

MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

attachment A, C & D